

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U.S. Department of Energy
Golden Field Office**

**State Partnerships to Accelerate Industrial Energy Efficiency
and "Save Energy Now"**

Funding Opportunity Number: DE-PS36-06GO96026

Announcement Type: Initial

CFDA Number: 81.119 State Energy Program Special Projects

Issue Date: 03/31/2006

Letter of Intent Due Date: 04/28/2006

Pre-Application Due Date: Not Applicable

**Application Due Date: 05/31/2006 at 11:59 PM Eastern Time
NOTE: the Grants.gov Customer Support
Desk closes at 9:00 pm Eastern Time**

NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

Where to Submit

Applications must be submitted through Grants.gov to be considered for award.

Registration Requirements

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See

<http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 14 days to complete these requirements. It is suggested that the process be started as soon as possible.

Questions

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. Part VII of this announcement explains how to submit other questions to the Department of Energy (DOE).

Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of four e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. You will know that your application has reached DOE when the AOR receives email Number 4. You will need the Submission Receipt Number (email Number 1) to track a submission. The titles of the four e-mails are:

Number 1 - Grants.gov Submission Receipt Number

Number 2 - Grants.gov Submission Validation Receipt for Application Number

Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number

Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number

After receipt of email Number 4, you can view your application at DOE's e-Center, <http://e-center.doe.gov>. A User Id and password are required. If you already have a User Id and password you do not need to re-register.

VERY IMPORTANT – Download PureEdge Viewer

In order to download the application package, you will need to install PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely. For a free version of the software, visit the following web site: <http://www.grants.gov/DownloadViewer>.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

Summary

The Department of Energy (DOE) Golden Field Office (GO) is seeking applications on behalf of the DOE Office of Energy Efficiency and Renewable Energy (EERE), for State Partnership Projects under the State Energy Program (SEP) in accordance with 10 CFR part 420 to accelerate industrial energy efficiency and “Save Energy Now.” DOE is inviting States to submit applications as outlined in this funding opportunity announcement to implement specific DOE EERE deployment activities and initiatives. Funding of approximately \$1,000,000 will be available under this opportunity in fiscal year 2006. Projects may be proposed with performance periods of 12 to 18 months. The estimated amount of DOE funding for individual awards is set forth in Part II – Award Information of this announcement. The cost match requirements are outlined in Part III – Eligibility Information.

Project Description

Many energy-intensive industries and large energy consuming plants remain unaware of existing opportunities to increase their energy efficiency through adoption of advanced technologies and best energy management practices. Getting industrial facilities to adopt new technologies is a challenge, even when these technologies have demonstrated substantial savings opportunities. High first costs and lengthy payback periods exacerbate an already risk adverse environment.

This announcement is seeking State Energy Offices to play an active role in boosting the productivity and competitiveness of their industrial base. The Industrial Technologies Program (ITP) is especially interested in multi-state collaborative proposals that work with national and local industrial stakeholder groups to raise the awareness and knowledge of industrial manufacturers about opportunities for energy efficiency and the impact that implementation of best practices in energy management can have on the corporate bottom line. Multi-state collaboratives allow DOE to reach more states with limited resources and to achieve maximum energy saving results through the ITP technology delivery strategy.

This announcement is seeking State Energy Offices to identify means, activities and approaches to promote new technologies within the industrial community, especially those that have been developed through the Industrial Technologies Program (ITP) research areas and have been identified as ready for commercial application. Additionally, States or state collaboratives are encouraged to engage large energy consuming industrial plants, and introduce these plants to energy savings technology opportunities, software tools and related training and other practices that can pinpoint and quantify the best opportunities for saving energy in these plants. This announcement is seeking applications for Outreach, Training, Assessments and Commercialization Support (Category 1), and Advancing Greater Fuel Flexibility in the Industrial Sector (Category 2) as defined below:

Category 1: Outreach, Training, Assessments and Commercialization Support

States are encouraged to become active partners in the delivery of the ITP suite of information, tools and resources, including Energy Saving Assessments (ESAs) and promotion of Industrial Assessment Center (IAC) assessments. States are encouraged to promote opportunities for enhancing technology commercialization and adoption. The proposed project should

demonstrate the ability to save at a minimum two trillion Btu per year (TBtu per year) of energy by January, 2010. Proposals, under Category 1, should include one or more of the following activities:

Category 1.A - Training Events

- Sponsoring events and training that provide specific information on how a facility can identify opportunities for improving energy efficiency and using less natural gas and electricity. Sponsoring training in the ITP suite of BestPractices industrial systems training and tools, using identified Qualified Instructors is a priority (see web links below for the list of Qualified Specialists and Qualified Instructors; note: ‡ indicates Qualified BestPractices Instructor). Conducting targeted workshops, webcasts or other forum to promote information and access to information can assist industrial facilities in saving energy. State Energy Offices are especially encouraged to leverage their outreach efforts by partnering with other entities such as IACs, industrial associations and suppliers, utilities, along with university and non-profit organizations. Committed support from industrial companies, local and regional industrial associations and universities is particularly important. The objective of these activities is for industrial plants to identify and quantify opportunities for saving energy and improving environmental performance in their facilities.
- Provide opportunities to raise awareness about new and emerging industrial process technologies that have demonstrated significant energy saving potential. These technologies have been identified by the ITP program (http://www.eere.energy.gov/industry/technologies/commercial_successes.html) and states should engage ITP Technology Portfolio Managers (<http://www.eere.energy.gov/industry/about/contacts.html>) in determining key technologies. Applicants are encouraged to partner in these efforts with IACs, industrial associations, suppliers, utilities, universities and non-profits. Examples of activities that might be pursued in this task would include hosting state or regional technology forums, hosting webcast seminars on a related group of new technologies and their applications, supporting and or promoting the developer of the new or emerging technology, giving papers or presentations at relevant technical conferences and trade shows, hosting, promoting or supporting a “technology launch” and associated press event.
- If states propose to support the conduct of ITP BestPractice training, instructors must be selected from the ITP Qualified Instructor resource list (see website link below.) All support of the training and training follow-up must come from the award funding and associated cost match, with no additional funding from DOE (such as paying for the cost of the instructor and course materials.)

Category 1.B - Plant Assessments

Deliver State-level Energy Saving Assessments (ESAs). Energy Savings Assessments identify immediate and long-term opportunities to save energy and money in a plant, focusing on steam, process heating, compressed air, fans, motor and pumping systems. States will work with a Qualified Specialist

(http://www1.eere.energy.gov/industry/bestpractices/qualified_specialists.html) in one of the ITP system tool areas to conduct assessments using the approved ESA protocol. A link to the Energy Savings Assessment protocol can be found at: http://www.eere.energy.gov/golden/procurement_links.aspx

- Energy Savings Assessments must be directly cost-matched at a level of 50 percent. Non-Federal cost match can come from state energy programs, state system benefit funding mechanisms, utility programs, industrial end users, or other non-Federal

sources. For more information on ESAs see <http://www.eere.energy.gov/industry/saveenergynow/> and Appendix C. State-level ESAs can be made available to manufacturing facilities that were not previously awarded an ESA through the ITP Save Energy Now campaign or where new system areas (not steam or process heat) are being evaluated. In addition to the assessment, the applicant will provide the ESA follow-up; tracking and monitoring of results.

Category 1.C - Plant Implementation

- Provide follow-up activities on the ITP original 200 Save Energy Now ESA efforts performed in 2006. ITP is providing 200 steam and process heating ESAs to the largest energy consuming facilities (http://www.eere.energy.gov/industry/saveenergynow/selected_plants.html). States will utilize ITP resources to provide follow-up activities with the national ESA recipients in their states. This follow-up will focus on working with the facilities to increase the implementation rate of recommendations made during the original ESA visit. This activity will provide implementation resources to assist the industrial end users in purchasing and implementing energy saving projects identified in the ESA. Financial resources should be identified by states to provide a mechanism (i.e. loan programs) to implement energy saving technologies/equipment identified in the ESA.
- Promote Industrial Assessment Center (IAC) assessments and implementation follow-up. Similar to the ESA follow-up, states will promote assessments from IAC's within proximity to the state or group of states and provide better implementation support following IAC assessments. IACs have only a limited amount of resources for supporting implementation after the actual assessment has been conducted, and for assessing the results of enhanced implementation efforts. States and their partners can provide much needed support in this area. This activity will provide implementation resources to assist the industrial end users in purchasing and implementing energy saving projects identified in the IAC Assessment. Financial resources should be identified by states to provide a mechanism (i.e. loan programs) to implement energy saving technologies/equipment identified in the assessment.
- Local Industrial Assessment Centers (IACs) may serve as resources to support the delivery in multiple areas, not just assessments for small and mid-sized manufacturers. Activities such as hosting and conducting technical workshops, training efforts and providing technical assistance can all be provided by IACs. The resources for this support must come from the award funding and associated cost match, with no additional funding from DOE (such as the base funding IACs receive from DOE directly).

Category 2: Advancing Greater Fuel Flexibility in the Industrial Sector

Assess the feasibility for the use of alternative fuel sources to natural gas or electricity in industrial manufacturing facilities. These alternative fuel sources are becoming increasingly more attractive as natural gas and electricity prices rise. Many of the non-traditional fuel sources such as methane gas from coal production or landfills are ideal candidates for industrial facilities as an offset to natural gas or electricity use. Projects that explore the feasibility of using alternative fuel sources including, but not limited to; coal gasification, landfill or agricultural methane, biomass, geothermal, wind, solar and combined cooling, heat and power (CHP) are being sought, especially as they relate to the direct offset of natural gas use. The utilization of fuel switching tools for the feasibility analysis is also being considered. The proposed project should at a minimum save ten trillion Btu per year (TBtu per year) of energy by January, 2012.

Project Deliverables

The deliverable to DOE is a final report that shall discuss the identified cost savings in the industrial manufacturing facilities reached through the training, assessment, implementation and commercialization efforts. Identified cost savings should include direct energy savings (Btus) and non-energy factors, such as maintenance benefits or costs, reduced downtime and costs, and environmental impacts. In addition, each award recipient will prepare and publish a case study document for public dissemination so that others can benefit from the results. The actual number of discrete manufacturing facilities impacted will be included as should the opportunity to replicate results to other facilities.

Background Information

The Industrial Technologies Program (ITP) partners with U.S. industry to improve industrial energy efficiency and environmental performance. Recently, in FY2006, the Save Energy Now (SEN) campaign has become a key focal point for the ITP program and the delivery of energy saving opportunities.

The ITP program's web site provides more background on the overall program and can be located at <http://www.eere.energy.gov/industry/>. Save Energy Now is part of a national campaign "Easy Ways to Save Energy," announced in October, 2005 by the Secretary of Energy. The campaign educates the public about simple but effective energy choices, assists U.S. industry and the government in reducing energy use, and supports national goals for energy security. Save Energy Now is helping industrial manufacturing plants find effective ways to reduce the amount of energy they use in their industrial systems. While Save Energy Now Energy Savings Assessments (ESAs) focus on identifying energy efficiency opportunities in steam and process heating systems, the campaign also offers industry information and assistance to help highlight opportunities for compressed air, fan, motor and pumping systems.

In addition, the Industrial Assessment Center (IAC) assessments (see <http://www1.eere.energy.gov/industry/bestpractices/iacs.html>) are being provided to hundreds of small and medium sized plants. ITP BestPractices resources continue to be provided through training and software tools that help manufacturers identify energy efficiency options for their industrial systems and direct outreach to plants and facilities through workshops, webcasts or other venues, with key information on how to reduce energy use. These are all elements of the Save Energy Now (SEN) campaign.

ITP and the SEN effort specifically target large energy consuming industrial plants that have an annual energy consumption in excess of 0.5 trillion Btu per year. DOE has found that among the large energy consuming industrial plants, energy savings of up to 10% of the annual energy bill are achievable attractive paybacks (immediate to 2 years). A listing of large energy consuming plants can be found at http://www.eere.energy.gov/golden/procurement_links.aspx. For this Funding Opportunity Announcement, ITP is seeking to partner with State Energy Offices to enhance the delivery of the key Save Energy Now activities. The Save Energy Now campaign is targeting the dissemination of important information and resources about energy and cost savings to the large energy using (LEUs) industrial plants and overall to 50,000 total plants. These state-level partnerships will become a key element to assisting ITP in reaching this goal.

PART II – AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT.

- DOE anticipates awarding grants under this program announcement.

B. ESTIMATED FUNDING.

- Approximately \$1,000,000 is expected to be available for new awards under this announcement.
- The Administration has requested approximately \$1,000,000 in FY 2006 for this program. The actual level of funding, if any, depends on the appropriations for this program.

C. MAXIMUM AND MINIMUM AWARD SIZE.

- Ceiling (i.e., the maximum amount for an individual award made under this announcement):

Max DOE Share for Single-State Awards: \$100,000

Max DOE Share for Multi-State Awards: \$300,000

- Floor (i.e., the minimum amount for an individual award made under this announcement):
\$ 50,000

- D. EXPECTED NUMBER OF AWARDS.** DOE anticipates making approximately 5-8 awards under this announcement.

E. ANTICIPATED AWARD SIZE.

- DOE anticipates that awards will be in the \$100,000 range for single-state awards and the \$300,000 range for multi-state awards for the total project period.

F. PERIOD OF PERFORMANCE.

- DOE anticipates making awards that will run for 12-18 months.

PART III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS.

In accordance with 10 CFR 600.6(b), eligibility for award is restricted to the 50 States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands. Applications must be submitted by the State Energy Office or other agency responsible for administering the State Energy Program pursuant to 10 CFR part 420, although States may work in collaboration with non-State partners. Non-State partners interested in collaborating with their respective State Energy Office must contact their respective State Energy Office. A list of State Energy Offices can be found at:

http://www.eere.energy.gov/state_energy_program/seo_contacts.cfm

For convenience, the term “State” refers to all eligible Applicants.

B. COST MATCHING

- The cost matching must be at least 20% of the total financial assistance allocated to the State (with the exception below) and must come from non-Federal sources. (See 10 CFR Part 420 for the applicable cost matching requirements.)
- **COST MATCHING EXCEPTION:** The cost matching for activities under Category 1.B – Plant Assessments must be at least 50% of the total financial assistance allocated to those specific activities.
- Non-Federal cost match can come from state energy programs, state system benefit funding mechanisms, utility programs, industrial end users, or other non-Federal sources.
- An example calculation of a project with \$100,000 in DOE funds with a required 20% cost match is as follows:

DOE share in \$ multiplied by the cost match % = Recipient Match
\$100,000 x 20% = \$20,000 (Recipient Match)
Total Project Cost = DOE Share + Recipient Match
\$100,000 + \$20,000 = \$120,000 (Total Project Cost)

C. OTHER ELIGIBILITY REQUIREMENTS.

Federally Funded Research and Development Center (FFRDC) Contractors.

FFRDC applicants are not eligible for an award under this announcement.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package. **NOTE:** You will not be able to download the Application Package unless you have installed PureEdge Viewer (See: <http://www.grants.gov/DownloadViewer>).

B. LETTER OF INTENT AND PRE-APPLICATION.

1. Letter of Intent.

- Applicants are requested to submit a letter of intent by April 28, 2006. This letter should include the name of the applicant, the title of the project, the name of the Project Director/Principal Investigator(s), the amount of funds requested, and a one-page abstract. Letters of intent will be used to organize and expedite the merit review process. Letters of intent will be used for preliminary analysis of the proposed project. DOE may notify the applicant as to whether or not the applicant’s project falls within the objectives of the FOA. Failure to submit such letters will not negatively effect a responsive application submitted in a timely fashion. The letter of intent should be sent by E-mail to stateindustrial@go.doe.gov

2. Pre-application.

- Pre-applications are not required.

C. CONTENT AND FORM OF APPLICATION – SF 424

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

1. SF 424 - Application for Federal Assistance.

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form).

Collaborative Applications: Where a State is proposing to serve as the lead State in collaboration with a number of other State partners, the lead State by its submission of an application certifies that it is willing and able to subgrant or otherwise provide funds as needed to its partners.

Where a group of States wishes to propose a collaboration but there is no State willing or able to meet the requirements of a lead State, as outlined above, each State must submit a separate application, with that State's funding needs requested, clearly drafted to spell out the collaborative nature of the project, and the partners involved. Each

application must also clearly identify the central coordinating entity for the collaboration and specify which entity will provide the centralized point of delivery for all proposed activities. This information should be addressed in the Project Narrative File, under Criterion 3.

Pre-Award Information Sheet: Applicants must complete the PF19, Financial Assistance Pre-Award Information Sheet and the CP-4, Financial Information. These forms can be found at <https://www.eere-pmc.energy.gov/forms.asp>. **Save** this information in a single MS Word file named "Pre-Award.doc," and click on "Add Optional Other Attachment" to attach.

2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on "Add Mandatory Other Attachment" to attach the Project Narrative. Click on "Add Optional Other Attachment," to attach the other files.

Project Narrative File - Mandatory Other Attachment

The project narrative must not exceed fifteen (15) pages, including charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "Project.pdf," and click on "Add Mandatory Other Attachment" to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION:

Criterion 1: Project Description and Implementation Plan

This section of the project narrative should address the following:

- Provide a clear project description and implementation plan that achieves the project requirements and activities identified in this announcement. Applications must identify the proposed activities as Category 1 and/or Category 2. Under Category 1, applicants must also identify which specific activities they are proposing (Training Events, Plant Assessments, and/or Plant Implementation).
- Address the energy-intensive manufacturers in the state or group of states being proposed. Key industrial groups, utilities or specific manufacturers being targeted should be identified by name and letters of commitment of participation in the

activities from the industrial partners provided. An understanding of the level of energy intensity of the state or collaboration of states being proposed should be demonstrated. (Manufacturing energy intensity by state can be found at http://www.eia.doe.gov/emeu/states/sep_sum/plain_html/sum_btu_ind.html)

- Discuss the available resources (budget under various categories), and the resource distribution to the team members to complete the proposed project and accomplish the stated objectives.
- Include a complete Project Management Plan (task structure, milestones tied to energy saving goals, schedules and performance measures for evaluating progress with regard to key tasks/ and/or deliverables, responsible organization performing the work and budget to complete each milestone) to achieve project objectives. This section of the narrative should also discuss approaches to resolve challenges and barriers. This information should be addressed under a separate section of the project narrative, labeled "Project Management Plan".

Criterion 2: Energy Benefits and Economic Viability

In order to qualify for an award under this program, applicants must demonstrate the ability to reach the following minimum energy savings goals for either Category 1 or Category 2 activities: For Category 1 activities, 2 trillion Btu per year energy savings by January, 2010; or for Category 2 activities, 10 trillion Btu per year energy savings by January, 2012. This section of the project narrative should address the following:

- Provide estimates of projected energy savings (in Btus). Assumptions, references and calculations for the energy savings estimates must be provided. (See table in Appendix D for support with energy saving calculations for some of the activities covered in this solicitation.)
- Document the current energy consumption of the state or collaboration of states being proposed and energy consumption within the target industries. The applicant should clearly define the target industries, including identification of the number of plants and large energy using plants within the state or group of states being proposed. Energy consumption estimates by state, as noted by the Energy Information Administration (EIA), can be found at http://www.eia.doe.gov/emeu/states/sep_sum/plain_html/sum_btu_ind.html
- Identify the mechanism, plan, or path to engage industry members to effectively accomplish the activities proposed. The applicant should clearly explain how they will engage particular industry members to participate and should provide details of how energy savings associated with one industry participant may be replicated across multiple plants.

Criterion 3: Roles, Responsibilities, and Capabilities

This section of the project narrative should address the following:

- A description of the organizational structure and lead organization of the state or group of states. Roles and responsibilities should be clearly identified. If a collaboration is proposed, please see the note below:

Note: Where a State is proposing to serve as the lead State in collaboration with a number of other State partners, the lead State by its submission of an application certifies that it is willing and able to subgrant or otherwise provide funds as needed to its partners. Where a group of States wishes to propose a collaboration but there is no State willing or able to meet the requirements of a

lead State, as outlined above, each State must submit a separate application, with that State's funding needs requested, clearly drafted to spell out the collaborative nature of the project, and the partners involved. Each application must also clearly identify the central coordinating entity for the collaboration and specify which entity will provide the centralized point of delivery for all proposed activities.

- A discussion of past energy efficiency activities with the industrial manufacturing sector and the results of those activities. The discussion should provide evidence of accomplishments, activities and quantifiable and documented energy savings results.
- A description of the level of participation by project participants as evidenced by letter(s) of commitment, the teaming arrangements or participating organization and the explicit roles each party will take in achieving project objectives.

Project Summary/Abstract File

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination / publication. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed 1 page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font not smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

Estimated Energy Savings Table

Complete the Estimated Energy Savings Table (Appendix D) and save this information in an MS Word file named "Estimated_Energy_Attachment." The table should break out projected energy savings by proposed activity. An electronic version of the Estimated Energy Savings Table can be found at:

http://www.eere.energy.gov/golden/procurement_links.aspx

SF 424 A Excel, Budget Information – Non-Construction Programs File

You must provide a separate budget for each Category/Activity proposed and a cumulative budget for the total project period. Funding for all project activities must come from this award (DOE funding and associated cost match). Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

Budget Justification File

You must justify the costs proposed in each Object Class Category/Cost Classification

category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost matching is required, provide an explanation of the source, nature, amount and availability of any proposed cost matching. Use the PF20 Cost Reasonableness Determination For Financial Assistance. This form can be found at <https://www.eere-pmc.energy.gov/forms.asp>. **Save** this information in a single file named "Budget.doc," and click on "Add Optional Other Attachment" to attach.

Subaward Budget File(s)

You must provide a separate budget (i.e., budget for each budget year and a cumulative budget) for each subawardee that is expected to perform work estimated to be more than \$100,000 or 50 percent of the total work effort (which ever is less). Use the SF 424 A Excel for Non Construction Programs or the SF 424 C Excel for Construction Programs. These forms are found on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. Save each Subaward budget in a separate file. Use up to 10 letters of the subawardee's name (plus .xls) as the file name (e.g., ucla.xls or energyres.xls), and click on "Add Optional Other Attachment" to attach.

Certifications/Assurances for Use with SF 424 File

You must complete and provide the "Certifications and Assurances for Use with SF 424" form on the Applicant and Recipient Page at <http://grants.pr.doe.gov>. Submission of an electronic application through Grants.gov constitutes the submission of a signed document. Type the name of the person responsible for providing the certifications and assurances in the signature block and save as a pdf file. Do not submit a scanned copy of the form. Name the file "Certs.pdf," and click on "Add Optional Other Attachment" to attach.

Commitment Letters from Project Participants and Third Parties Contributing to Cost Matching

Project participants, such as key industrial groups, utilities, specific manufacturers being targeted, and other states should provide letters of commitment of participation in the proposed activities.

If a third party, (i.e., a party other than the organization submitting the application) proposes to provide all or part of the required cost match, the applicant must include a letter from the third party stating that it is committed to providing a specific minimum dollar amount of cost match. The letter should also identify the proposed cost match (e.g., cash, services, and/or property) to be contributed. Letters must be signed by the person authorized to commit the expenditure of funds by the entity.

Provide the commitment letters described above in a single file named "CLTP.pdf" and click on "Add Optional Other Attachment" to attach.

The applicant must have firm funding commitment letters from third parties expected to contribute to cost match. At the time the application is submitted, the applicant must identify for each participant providing cost match: 1) the name of the organization; 2) the proposed dollar amount to be provided; 3) the amount as a percentage of the total project cost; and 4) the proposed cost match – cash, services, or property. For projects with multiple cost matching partners, summarize the information in a table format. Provide the information in a single file named “CLTP” and click on “Add Optional Other Attachment” to attach.

By submission of the application, the applicant is providing assurance that it has signed letters of commitment. Successful applicants must submit the signed letters of commitments within the number of days specified in Part IV.D, Submissions from Successful Applicants.

Biographical Sketch File

Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all biographical sketches in a single file named “bio.pdf” and click on “Add Optional Other Attachment” to attach. The biographical information for each person must not exceed 2 pages when printed on 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right) with font not smaller than 11 point and must include:

Education and Training. Undergraduate, graduate and postdoctoral training, provide institution, major/area, degree and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights and software systems developed may be provided in addition to or substituted for publications.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

Reference Checks on Federal Awards

Provide the information below for at least five, and no more than eight, federal awards that were received by either your organization or principal investigator in the last five years for technologies relevant to this announcement, with award values in excess of \$100,000. If applicant has fewer than five awards meeting this criteria, first submit those that meet the criteria, and for the remainder, provide information for federal awards over \$ 2,500 received by either the organization or principal investigator for all technologies in

the last five years.

The following information is required for each federal award: 1) AWARD TITLE; 2) INSTRUMENT NUMBER; 3) TOTAL AWARD VALUE (\$); 4) PERIOD OF PERFORMANCE (Dates); 5) APPLICANT'S PROJECT DIRECTOR (Name, Address, Telephone Number [including area code]); 6) ALL PROJECT PARTICIPANTS (if applicable) and 7) FEDERAL AGENCY MAKING AWARD (Agency Name, Federal Program Manager, Federal Program Manager's Address, Federal Program Manager's Telephone Number [including area code]).

Save this information in a file named "RefChecks.pdf," and click on "Add Optional Other Attachment" to attach.

- 3. SF-LLL Disclosure of Lobbying Activities** If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	PureEdge Form	N/A
Other Attachments Form: Attach the following files to this form:	PureEdge Form	N/A
Pre Award Information Sheet (PF19 & CP4)	Word	Pre-Award.doc https://www.eere-pmc.energy.gov/forms.asp
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
Estimated Energy Savings Table (Appendix D)	Word	Estimated_Energy_Attachment
SF 424A File - Budget Information for Non-Construction Programs	Excel	SF424A.xls
Budget Justification File (PF20)	Word	Budget.pdf https://www.eere-pmc.energy.gov/forms.asp

Subaward Budget File(s)	Excel	See Instructions
Certifications/Assurances File	PDF	Certs.pdf
Commitment Letters from Third Parties (Project Participants & Cost Matching), if applicable.	PDF	CLTP.pdf
Biographical Sketch File	PDF	Bio.pdf
Reference Checks on Federal Awards	PDF	RefChecks.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable	PureEdge Form	N/A

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS.

- Successful applicants must submit the information listed below not later than 10 calendar days after notification of selection. Applicants who fail to provide the information within the required time period may be eliminated from further consideration.

What to submit	Required Form or Format
Environmental Questionnaire. You must complete and submit an environmental questionnaire.	https://www.eere-pmc.energy.gov/NEPA.asp DOE GO EF-1 Environmental Checklist

E. SUBMISSION DATES AND TIMES.

- 1. Pre-application Due Date.** Pre-applications are not required.
- 2. Application Due Date.**
Applications must be received by May 31, 2006, not later than 11:59 PM Eastern Time. You are encouraged to transmit your application well before the deadline.
NOTE THAT THE GRANTS.GOV CUSTOMER SUPPORT DESK CLOSSES AT 9:00PM EASTERN TIME.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

This announcement will remain open until May 31, 2006 or until replaced by a successor announcement. Applications may be submitted at any time during this period.

F. INTERGOVERNMENTAL REVIEW

- This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

G. FUNDING RESTRICTIONS.

Cost Principles. Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600.

Pre-award Costs. Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

1. Where to Submit.

APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD. Submit electronic applications through the "Apply for Grants" function at www.Grants.gov. If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to support@grants.gov.

2. Registration Process.

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See www.grants.gov/GetStarted). **We recommend that you start this process at least two weeks before the application due date.** It may take 14 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.doc> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called "Marketing Partner identification Number" (MPIN).

Appendix B (Grants.gov) is provided to assist you in the registration process.

PART V - APPLICATION REVIEW INFORMATION

A. CRITERIA

1. Initial Review Criteria.

- Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

2. Merit Review Criteria.

The following criteria will be used to evaluate Applications:

Criterion 1: Project Description and Implementation Plan Weight: [40%]

Evaluation of the Project Description and Implementation will focus on:

- The clarity and responsiveness of the proposal to achieve project requirements and activities identified in this announcement
- The degree to which the proposal demonstrates a clear understanding of the energy-intensive manufacturers in the state or group of states, being proposed.
- Adequacy, appropriateness, and reasonableness of the proposed resources (budget under various categories), and resource distribution to the team members to complete the proposed project and accomplish the stated objectives
- Adequacy, reasonableness and soundness of the Project Management Plan (task structure, milestones tied to energy saving goals, schedules and performance measures for evaluating progress with regard to key tasks/ and/or deliverables, responsible organization performing the work and budget to complete each milestone) to achieve project objectives; and the likelihood of the of the proposed approach to resolve challenges, and barriers.

Criterion 2: Energy Benefits and Economic Viability Weight: [40%]

Evaluation of the Energy Benefits and Economic Viability will focus on:

- The projected energy savings (in Btus) will be evaluated by considering the adequacy, technical merit, assumptions, references and completeness of the applicant's energy savings estimates and calculations. The proposal will be evaluated on the likelihood that the project will reach the following minimum energy savings goals for either Category 1 or Category 2 activities: For Category 1 activities, 2 trillion Btu per year energy savings by January, 2010; or for Category 2 activities, 10 trillion Btu per year energy savings by January, 2012.
- The level of energy consumption of the state or collaboration of states being proposed and the level of energy consumption within the target industries being proposed, including identification of the number of plants and the level of current energy consumption.
- Identification of a viable mechanism, plan, or path to engage industry members to effectively accomplish the activities proposed.

Criterion 3: Roles, Responsibilities, and Capabilities **Weight: [20%]**

Evaluation of the Roles, Responsibilities, and Capabilities will focus on:

- Soundness of the organization structure and lead organization to achieve project objectives.
- Specific evidence that the team has conducted successful energy efficiency activities with the industrial manufacturing sector in the past with demonstrated results.
- Level of participation by project participants as evidenced by letter(s) of commitment; strength of the teaming arrangements or participating organization and the explicit roles each party will take in achieving project objectives.

3. Other Selection Factors.

The selection official will consider the following program policy factors in the selection process:

- The importance and relevance of the proposed applications to SEP and the participating programs in the Office of Energy Efficiency and Renewable Energy.
- Geographic & Technical diversity
- Applicant's past Federal Award performance is considered with respect to its potential effect on accomplishment of portfolio goals.
- Applicants with non-federal cost match above the minimum may be given higher consideration.
- Energy savings benefit to cost ratio
- Applications that maximize state collaborations

B. REVIEW AND SELECTION PROCESS.

1. Merit Review.

- Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance and Unsolicited Proposals." This guide is available under Financial Assistance, Regulations and Guidance at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>.

2. Selection. The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

- DOE reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of the principal(s) of a small business if there is insufficient information to determine financial capability of the organization).
- DOE also reserves the right to select only a portion of the application for award.

3. Discussions and Award.

- The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient

is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.

- DOE anticipates notifying applicants selected for award by August 11, 2006 and making awards by September 29, 2006.

PART VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES.

1. Notice of Selection.

- DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award.

- A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes, either as an attachment or by reference: 1. Special Terms and Conditions; 2. Applicable program regulations, if any; 3. Application as approved by DOE.; 4. DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; 5. National Policy Assurances To Be Incorporated As Award Terms; 6. Budget Summary; and 7. Federal Assistance Reporting Checklist, which identifies the reporting requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS.

1. Administrative Requirements.

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>), except for grants made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at http://www.nsf.gov/awards/managing/fed_dem_part.jsp.

2. Special Terms and Conditions and National Policy Requirements.

Special Terms and Conditions and National Policy Requirements.

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <http://grants.pr.doe.gov>. The National Policy Assurances To Be Incorporated As Award Terms are located at <http://grants.pr.doe.gov>.

Intellectual Property Provisions.

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://www.gc.doe.gov/techtrans/sipp_matrix.html.

C. REPORTING.

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to the award agreement. See <http://www.eere.energy.gov/golden/PDFs/4600-2.pdf> for the proposed Checklist for this program.

PART VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS

Questions regarding the content of the announcement must be submitted through the “Submit Question” feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the “Submit Question” button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE cannot answer these questions.

B. AGENCY CONTACT

Name: Margo Gorin
E-mail: stateindustrial@go.doe.gov

PART VIII - OTHER INFORMATION

A. MODIFICATIONS.

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE.

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS.

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION.

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

“The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government’s right to use or disclose data obtained without restriction from any source, including the applicant.”

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

“The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation.”

E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM.

Patent Rights. The government will have certain statutory rights in an invention that is conceived or first actually reduced to practice under a DOE award. 42 U.S.C. 5908 provides that title to such inventions vests in the United States, except where 35 U.S.C. 202 provides otherwise for nonprofit organizations or small business firms. However, the Secretary of Energy may waive all or any part of the rights of the United States subject to certain conditions. (See “Notice of Right to Request Patent Waiver” in paragraph G below.)

Rights in Technical Data. Normally, the government has unlimited rights in technical data created under a DOE agreement. Delivery or third party licensing of proprietary software or data developed solely at private expense will not normally be required except as specifically negotiated in a particular agreement to satisfy DOE’s own needs or to insure the commercialization of technology developed under a DOE agreement.

G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER.

Applicants may request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of an agreement as a result of this announcement, in advance of or within 30 days after the effective date of the award. Even if such advance waiver is not requested or the request is denied, the recipient will have a continuing right under the award to request a waiver of the rights of the United States in identified inventions, i.e., individual inventions conceived or first actually reduced to practice in performance of the award. Any patent waiver that may be granted is subject to certain terms and conditions in 10 CFR 784.

Domestic small businesses and domestic nonprofit organizations will receive the patent rights clause at 37 CFR 401.14, i.e., the implementation of the Bayh-Dole Act. This clause permits domestic small business and domestic nonprofit organizations to retain title to subject inventions. Therefore, small businesses and nonprofit organizations do not need to request a waiver.

H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES.

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

REFERENCE MATERIAL

Appendix A – Definitions

“Amendment” means a revision to a solicitation.

"Applicant" means the legal entity or individual signing the Application. This entity or individual may be one organization or a single entity representing a group of organizations (such as a Consortium) that has chosen to submit a single Application in response to a solicitation.

"Application" means the documentation submitted in response to a solicitation. NOTE: Application is referred to as Proposal in IIPS.

“Authorized Organization Representative (AOR)” is the person with assigned privileges who is authorized to submit grant applications through Grants.gov on behalf of an organization. The privileges are assigned by the organization’s E-Business Point of Contact designated in the CCR.

"Award" means the written documentation executed by a DOE Contracting Officer, after an Applicant is selected, which contains the negotiated terms and conditions for providing Financial Assistance to the Applicant. A Financial Assistance Award may be either a Grant or a Cooperative Agreement.

"Budget" means the cost expenditure plan submitted in the Application, including both the DOE contribution and the Applicant Cost Match.

"Consortium (plural consortia)" means the group of organizations or individuals that have chosen to submit a single Application in response to a solicitation.

"Contracting Officer" means the DOE official authorized to execute Awards on behalf of DOE and who is responsible for the business management and non-program aspects of the Financial Assistance process.

"Cooperative Agreement" means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and Substantial Involvement (see definition below) is anticipated between DOE and the Applicant during the performance of the contemplated activity.

"Cost Matching" means the respective match of DOE funds to be contributed by the Applicant. The percentage of Applicant Cost Match is to be applied to the DOE contribution.

“Central Contractor Registry (CCR)” is the primary database which collects, validates, stores and disseminates data in support of agency missions. Funding Opportunity Announcements which require application submission through Grants.gov require that the organization first be registered in the CCR at <http://www.grants.gov/CCRRegister>.

“Credential Provider” is an organization that validates the electronic identity of an individual through electronic credentials, PINS, and passwords for Grants.gov. Funding Opportunity Announcements which require application submission through Grants.gov require that the individual applying on behalf of an organization first be registered with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

“Data Universal Numbering System (DUNS) Number” is a unique nine-character identification number issued by Dun and Bradstreet (D&B). Organizations must have a DUNS number prior to registering in the CCR. Call 1-866-705-5711 to receive one free of charge. <http://www.grants.gov/RequestaDUNS>

“E-Business Point of Contact (POC)” is the individual who is designated as the Electronic Business Point of Contact in the CCR registration. This person is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.gov. <http://www.grants.gov/assets/EBIZRegCheck.doc>

“E-Find” is a Grants.gov webpage where you can search for Federal Funding Opportunities in FedGrants. <http://www.grants.gov/search/searchHome.do>

“Financial Assistance” means the transfer of money or property to an Applicant or Participant to accomplish a public purpose of support authorized by Federal statute through Grants or Cooperative Agreements and sub-awards. For DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

“Federally Funded Research and Development Center (FFRDC)” means a research laboratory as defined by Federal Acquisition Regulation 35.017.

“Funding Opportunity Announcement (FOA)” is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

“Grant” means a Financial Assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and no Substantial Involvement is anticipated between DOE and the Applicant during the performance of the contemplated activity.

“Grants.gov” is the “storefront” web portal which allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. <http://www.grants.gov>

“Industry Interactive Procurement System (IIPS)” is DOE’s Internet-based procurement system which allows access to DOE’s business opportunities database, allows user registration and submittal of Applications: <http://e-center.doe.gov/>.

“Key Personnel” means the individuals who will have significant roles in planning and implementing the proposed Project on the part of the Applicant and Participants, including FFRDCs.

“Marketing Partner Identification Number (MPIN)” is a very important password designated by your organization when registering in CCR. The E-Business Point of Contact will need the MPIN to login to Grants.gov to assign privileges to the individual(s) authorized to submit applications on behalf of your organization. The MPIN must have 9 digits containing at least

one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).

"Participant" for purposes of this Solicitation only, means any entity, except the Applicant substantially involved in a Consortium, or other business arrangement (including all parties to the Application at any tier), responding to the Solicitation.

"Project" means the set of activities described in an Application, State plan, or other document that is approved by DOE for Financial Assistance (whether such Financial Assistance represents all or only a portion of the support necessary to carry out those activities).

"Proposal" is the term used in IIPS meaning the documentation submitted in response to a solicitation. Also see Application.

"Pure Edge Viewer" is a small, free program which allows you to access, complete and submit applications electronically and securely through Grants.gov. You will not be able to access, complete, or submit an application through Grants.gov, unless the Pure Edge Viewer is downloaded on your computer. <http://www.grants.gov/DownloadViewer>.

"Recipient" means the organization, individual, or other entity that receives a Financial Assistance Award from DOE, is financially accountable for the use of any DOE funds or property provided for the performance of the Project, and is legally responsible for carrying out the terms and condition of the award.

"Selection" means the determination by the DOE Selection Official that negotiations take place for certain Projects with the intent of awarding a Financial Assistance instrument.

"Selection Official" means the DOE official designated to select Applications for negotiation toward Award under a subject solicitation.

"Substantial Involvement" means involvement on the part of the Government. DOE's involvement may include shared responsibility for the performance of the Project; providing technical assistance or guidance which the Applicant is to follow; and the right to intervene in the conduct or performance of the Project. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project Cost" means all the funds to complete the effort proposed by the Applicant, including DOE funds (including direct funding of any FFRDC) plus all other funds that will be committed by the Applicant as Cost Match.

Appendix B – Grants.gov

In addition to the links provided in the Announcement, we are providing Appendix B to assist you in the registration process.

Very Important

Please read through the information below prior to starting the registration process. This information will assist you in making the registration process as seamless as possible. It is important to follow the steps in the order outlined below, allowing the time specified between each of the steps. We strongly encourage each applicant to confirm all registrations (e.g., DUNS No., CCR, Credential Provider, and Grants.gov) at least 30 days prior to the announcement closing date.

- 1) Request a DUNS Number** - Follow the instructions at <http://www.grants.gov/RequestaDUNS>. It is highly recommended that the DUNS number be requested by telephone at 1-866-705-5711, which will take about 10 minutes. There is no charge. ***Once the telephone registration is completed, you must allow 24 hours before attempting to use the DUNS number in the next step of registering with the Central Contractor Registry (CCR).***
- 2) Register with the Central Contractor Registry (CCR)** - Go to <http://www.grants.gov/CCRRegister> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. We also recommend that you print and complete the 7-page CCR Worksheet at <http://www.ccr.gov/CCRRegTemplate.pdf> prior to registration, as it may take up to 3 days to gather the information needed for the worksheet. You are required to designate an Electronic Business Point of Contact (E-Business POC) and a Marketing Partner Identification Number (MPIN) in the CCR. It is important to provide the MPIN to the E-Business POC. For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil. You may also access the CCR Handbook at <http://www.ccr.gov/handbook.cfm>.
- 3) Register with the Credential Provider** - AORs must register with the Credential Provider. ***AORs must wait a minimum of 3 business days for the CCR to become active before attempting to register with the credential provider.*** Go to <https://apply.grants.gov/OrcRegister> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. Record the user ID and password that you enter because you will need this information to register with Grants.gov as an AOR. ***AORs must wait approximately 20 minutes after completing the Credential Provider registration before going to the next step of registering with Grants.gov.*** If you encounter any problems, the Credential Provider may be reached at 800-386-6820 or via email at eauthhelp@orc.com or pkihelp@orc.com.
- 4) Register with Grants.gov** - AORs must register with Grants.gov, utilizing the User ID and password obtained from registering with the Credential Provider. Go to <https://apply.grants.gov/GrantsgovRegister#> and click on the “Help” button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. After you have

completed the Grants.gov registration process, you will receive a confirmation that indicates whether your registration was successful.

After AORs successfully register with Grants.gov, an email will be generated to the E-Business Point of Contact (POC) that was designated in the CCR, informing them that an individual from their organization has registered in Grants.gov to be an AOR, capable of submitting applications in Grants.gov on behalf of their organization. (Further Information regarding the Electronic Business POC is provided below.) AORs will not be able to submit an application until they receive authorization from the E-Business POC. ***If the AOR does not receive an email authorization from the E-Business POC within 1 business day, contact the E-Business POC.*** If you encounter any problems, contact Customer Support at 1-800-518-4726 or support@grants.gov. For tracking purposes, Customer Support will assign you a case number that should be provided to them each time you call.

Designate Privileges to the AOR - The Electronic Business POC is the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov. Once the E-Business POC receives the email notification from the individual wishing to be recognized as an AOR, the E-Business POC should go to <https://apply.grants.gov/AorMgrGetID>, click on the "Help" button to locate the tutorial, print the tutorial for reference, then log on utilizing the DUNS Number and the Marketing Partner Identification Number (MPIN) that was designated by their organization when registering in the CCR and follow the instructions for designating privileges to the AOR. If you cannot locate the MPIN, contact the CCR Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil.

5) Install the PureEdge Viewer – *Authorized Organization Representatives (AORs) are the individuals that will be given the authority to submit applications on behalf of their organization.* All AORs must download and install the PureEdge Viewer on their computer by following the instructions at <http://www.grants.gov/DownloadViewer>. This small, free program will allow AORs to access, complete, and submit applications electronically and securely. If you encounter any problems, contact customer Support at 1-800-518-4726 or support@grants.gov. (This step may be done earlier in the process).

6) Submit Application in Grants.gov - Once the E-Business POC has authorized privileges to the AOR, the AOR will receive an email notification that they have been given authorization. The AOR may then proceed to submit an application in Grants.gov (see the "Install the PureEdge Viewer" step above). For application instructions, go to <http://www.grants.gov/Apply>. The training demonstration at <http://www.grants.gov/CompleteApplication> will assist AORs in the application process. Remember that you must open and complete the Application for Federal Assistance (SF-424) first, as this form will automatically populate data fields in other forms. If you encounter any problems, contact customer Support at 1-800-518-4726 or at support@grants.gov. If you forget your user name or password, follow the instructions provided in the Credential Provider tutorial.

NOTE: Tutorials may be printed by right-clicking on the tutorial and selecting "print". In addition to the tutorials, the User Guide is a valuable resource. The User Guide is found at [http://www.grants.gov/GrantsGov UST Grantee/SSL/WebHelp/userguide.doc](http://www.grants.gov/GrantsGov%20UST%20Grantee/SSL/WebHelp/userguide.doc)

Appendix C – Cost of Energy Savings Assessments (ESAs)

For budget purposes DOE estimates the cost of performing an Energy Saving Assessment using the identified Qualified Specialist and the ESA protocol is about \$8,500 - \$9,500 per approximately 3 day assessment. This is for an assessment in a manufacturing facility that has a minimum of 1 trillion Btus in energy use. Budgets should be developed accordingly keeping facility size in mind.

Appendix D – Estimated Energy Savings Table

Please complete the following table for your proposed activities:

Category 1.A - Training Event Saving Opportunities						
Month of Training	Medium Plants			Large Plants		
	# of Plants Trained	# of Plants Implementing ^a	Estimated Savings from Implementation ^b	# of Plants Trained	# of Plants Implementing ^a	Estimated Savings from Implementation ^c

Category 1.B - Plant Assessments Saving Opportunities						
Month of Assessment	Medium Plants			Large Plants		
	# of Plants Assessed	# of Plants Implementing	Estimated Savings from Implementation ^b	# of Plants Assessed	# of Plants Implementing	Estimated Savings from Implementation ^c

Category 1.C - Plant Implementation Assistance Opportunities						
Month of Implementation	Medium Plants			Large Plants		
	# of Plants Receiving Assistance	# of Plants Implementing	Estimated Savings from Implementation ^b	# of Plants Receiving Assistance	# of Plants Implementing	Estimated Savings from Implementation ^c

Category 2 - Fuel Flexibility Opportunities						
Month of Implementation	Medium Plants			Large Plants		
	# of Plants Receiving Assistance	# of Plants Implementing	Estimated Savings from Implementation	# of Plants Receiving Assistance	# of Plants Implementing	Estimated Savings from Implementation

- a) Experience with DOE industrial programs suggests that 50% of plants that participate in training actually implement savings measures.
- b) Estimates of typical implemented energy savings by area for **medium plants**: Pumps-2,500 MMBtu/yr, Process Heating-4,400 MMBtu/yr, Steam System:3,100 MMBtu/yr, Compressed Air: 1,000 MMBtu/yr
- c) Estimates of typical implemented energy savings by area for **large plants**: Pumps-25,400 MMBtu/yr, Process Heating-275,000 MMBtu/yr, Steam System:81,300 MMBtu/yr, Compressed Air: 30,300 MMBtu/yr

Appendix E - Frequently Asked Questions – Grants.gov

What is Grants.gov?

Grants.gov simplifies the grants management process and creates a centralized, online process to find, and apply for over 900 grant programs from the 26 Federal grant-making agencies. Grants.gov streamlines the process of awarding over \$360 billion annually to state and local governments, academia, not-for-profits and other organizations. The vision for Grants.gov is to be a simple, unified source to electronically find, apply, and manage grant opportunities.

How does my organization register with Grants.gov?

There are four steps in the registration process which must be completed by your organization in order to submit a grant application. The steps are as follows:

- Request a DUNS Number
- Register with the Central Contractor Registry (CCR)
- Register with the Credential Provider
- Register with Grants.gov

PLEASE NOTE THAT THESE STEPS MUST BE DONE IN ORDER OF THE SEQUENCE LISTED. YOU CANNOT SKIP A STEP OR TRY TO PROCESSES MORE THAN ONE STEP AT A TIME.

What is a DUNS number?

A DUNS number is a unique nine digit number that is assigned by Dun & Bradstreet that identifies your business. If your organization does not know its DUNS number, call Dun & Bradstreet at 1-866-705-5711. If your organization does not possess a DUNS number, you may apply for a DUNS number by calling 1-866-705-5711.

How long should it take to receive the DUNS number?

Approximately ten minutes.

Why does my organization need to register Central Contractor Registry (CCR)?

CCR is a government-wide registry for vendors doing business with the Federal government. Grants.gov uses CCR to establish roles and IDs for those electronically applying for grants. In the future, the government anticipates requiring all grant applicants to use CCR whether applying for grants electronically or otherwise. CCR validates applicant information and electronically

shares the secure and encrypted data with Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR will house your organizational information, allowing Grants.gov to use that information to verify your identity. If your organization is not registered, you can apply by phone by calling 1-888-227-2423 or online at the <http://www.ccr.gov>.

How long should it take to register with CCR?

It may take from 1-3 days to gather the internal organization information and prepare your registration application for CCR. You will NOT be able to complete your CCR registration until CCR has confirmed your Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) with the IRS.

Please note that it will take 24-48 hours for IRS to validate your TIN. According to the IRS, if you do not currently have an EIN and need to apply for one over the phone or Internet, you will be given a tentative EIN, but your EIN may not become active for up to two (2) weeks. If you have questions about your EIN, please call 1-800-829-4933.

If you apply for an EIN by mail, confirmation from the IRS can take up to 5 weeks.

For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil. You may also access the CCR Handbook at <http://www.ccr.gov/handbook.cfm>.

*YOUR CENTRAL CONTRACTOR REGISTRY (CCR) REGISTRATION MUST BE RENEWED ONCE A YEAR. YOUR CCR E-BUSINESS POC SHOULD **CHECK YOUR RENEWAL STATUS YEARLY**. IF YOU ARE NOT SURE OF YOUR STATUS OF YOUR REGISTRATION OR WHO YOUR E-BUSINESS POC IS, YOU CAN **SEARCH THE CCR DATABASE**.*

Where can we locate a tutorial to assist us in registering with the Central Contractor Registry (CCR)?

Go to <http://www.grants.gov/CCRRegister> and click on the "Help" button to locate the tutorial. Print the tutorial for reference and follow the instructions in the link above. We also recommend that you print and complete the 7-page CCR Worksheet at <http://www.ccr.gov/CCRRegTemplate.pdf> prior to registration.

Who is the E-Business Point of Contact?

When your organization registers with CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). This individual will be given a special password called Marketing Partner Identification Number (MPIN). This password gives him/her the sole authority to appoint staff members from your organization who are allowed to submit applications electronically through Grants.gov. These individuals are called Authorized Organization Representatives.

Who are Authorized Organization Representatives (AORs)?

AORs are staff members from your organization designated to submit grant applications electronically through Grants.gov. AORs are required to register with the Credential Provider at <https://apply.grants.gov/OrcRegister>.

IT IS HIGHLY RECOMMENDED THAT YOUR ORGANIZATION DESIGNATES MULTIPLE AORS TO ENSURE THAT YOU HAVE AUTHORIZED PERSONNEL AVAILABLE WHEN YOU ARE READY TO SUBMIT YOUR GRANT APPLICATION THROUGH GRANTS.GOV.

What is a Credential Provider?

A Credential Provider is an organization that verifies with certainty that an individual is who she/he claims to be. Grants.gov uses Operational Research Consultants (ORC) for this purpose. Once you are registered with the Credential

Provider, you will receive a username and password which you will need to register with Grants.gov as an AOR. As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

When can an AOR register with the Credential Provider?

AORs must wait a minimum of 3 business days for the CCR to become active before attempting to register with the credential provider.

For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil. You may also access the CCR Handbook at <http://www.ccr.gov/handbook.cfm>.

When may the AOR register with Grants.gov?

AORs must wait approximately 20 minutes after completing the Credential Provider registration before going to the next step of registering with Grants.gov.

How does the AOR register with Grants.gov?

AORs must register with Grants.gov, utilizing the User ID and password obtained from registering with the Credential Provider. Go to <https://apply.grants.gov/GrantsgovRegister> to register with Grants.gov. After AORs have completed the Grants.gov registration process, the AORs will receive a confirmation that indicates whether their registration was successful. After the AORs successfully register with Grants.gov, an email will be generated to the E-Business POC that was designated in the CCR, informing them that an individual from their organization has registered in Grants.gov to be an AOR, capable of submitting grant applications in Grants.gov on behalf of their organization. AORs will not be able to submit a grant application until they receive authorization from the E-Business POC. If the AOR does not receive an email authorization from the E-Business POC within 1 business day, contact the E-Business POC.

IT IS HIGHLY RECOMMENDED THAT YOUR ORGANIZATION DESIGNATES MULTIPLE AORS TO ENSURE THAT YOU HAVE AUTHORIZED PERSONNEL AVAILABLE WHEN YOU ARE READY TO SUBMIT YOUR APPLICATION THROUGH GRANTS.GOV. EACH AOR DESIGNATED MUST REGISTER WITH GRANTS.GOV.

How does the E-Business Point of Contact designate privileges to the AOR?

Once the E-Business POC receives the email notification from the individual wishing to be recognized as an AOR, the E-Business POC should go to <https://apply.grants.gov/AorMgrGetID>; log on utilizing the DUNS Number and the MPIN that was designated by their organization when registering in the CCR; and follow the instructions for designating privileges to the AOR. Once the E-Business POC has authorized privileges to the AOR, the AOR will receive an email notification that they have been given authorization. The AOR may then proceed to submit a grant application in Grants.gov.

Do we need any special software to submit applications to Grants.gov?

All AORs must download and install the PureEdge Viewer on their computer by following the instructions at <http://www.grants.gov/DownloadViewer>. This small, free program will allow AORs to access, complete, and submit applications electronically and securely. If you encounter any problems, contact customer Support at 1-800-518-4726 or support@grants.gov.

Is there any training available for AORs?

There is a training demonstration at <http://www.grants.gov/CompleteApplication> that will assist AORs in the application process. The User Guide is also a valuable training resource. The User Guide is found at http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/userguide.doc

We cannot find our Marketing Partner Identification Number (MPIN) that was issued when we registered with CCR. What should we do?

If you cannot locate the MPIN, contact the CCR Assistance Center at 1-888-227-2423 or at CCR@dlis.dla.mil.

How can I talk to someone about a problem I'm having?

If you are having a problem with registering with Grant.gov, call 1-800-518-GRANTS to speak to a Customer Support Representative.

Questions regarding the content of the announcement must be submitted through the "Submit Question" feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the "Submit Question" button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have

already been posted on the website.

When should our organization begin the Grants.gov registration process?

If there is a possibility your organization is interested in responding to a Funding Opportunity Announcement, you should begin the Grants.gov registration process as soon as possible. At a minimum, you must initiate the registration process not less than fourteen days prior to the closing date of the Funding Opportunity Announcement.

We haven't used our Grants.gov password in the past two years. Will our password still work?

If your organization has renewed its CCR registration annually, your Grants.gov password will still be valid. However, if your organization has not renewed its CCR registration annually, you'll need to complete the registration process.

PLEASE NOTE THAT THE REGISTRATION PROCESS WILL TAKE A MINIMUM OF FOURTEEN DAYS TO COMPLETE AND MAY TAKE AS LONG AS SEVEN WEEKS DEPENDING UPON YOUR ORGANIZATION'S REGISTRATION REQUIREMENTS.

How will I know the status of an application submitted?

Beyond the receipt of confirmation from the system that your application has been received, any status updated can be found in IIPS either through messages or as an amendment to the announcement.

Do I have to submit a letter of intent (LOI) to be eligible to submit an application?

No. You do not need to submit a letter of intent in order to submit an application. The letter of intent is to facilitate the process in identifying approximately how many subject matter experts will be needed in the review process. Failure to submit a letter of intent will not negatively effect a responsive application submitted.

Our Authorized Organization Representative (AOR) is no longer with the company. What should we do?

The organization must designate an alternate AOR. The AOR must then register with the Credential Provider and be authorized by the E-Business POC in order to be authorized to submit grant applications through Grants.gov on behalf of your organization. This process may take from one to three days to be completed.

What is the deadline for submission of a grant application to this Funding Opportunity Announcement?

You must complete your grant application upload to Grants.gov not later than the date and time identified on the Funding Opportunity Announcement.

YOU ARE STRONGLY ENCOURAGED TO UPLOAD YOUR GRANT APPLICATION TO GRANTS.GOV AT LEAST 72

HOURS IN ADVANCE OF THE CLOSING DATE OF THE FUNDING OPPORTUNITY ANNOUNCEMENT TO ALLOW ADEQUATE TIME TO HANDLE ANY LAST MINUTE DIFFICULTIES. PLEASE NOTE THAT GRANT APPLICATIONS SUBMITTED AFTER THE CLOSING DATE OF FUNDING OPPORTUNITY ANNOUNCEMENT ARE DEEMED LATE AND WILL NOT BE ACCEPTED. ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV. APPLICATIONS THAT ARE SENT BY E-MAIL, U.S. MAIL, EXPRESS MAIL, FAXED OR HAND DELIVERED WILL NOT BE ACCEPTED OR REVIEWED.

I forgot our user name and password. What should I do?

If you forget your user name or password, follow the instructions provided in the tutorial. To go to the tutorial go to <http://www.grants.gov> and click on the "Help" button. If you encounter any problems, contact customer Support at 1-800-518-4726 or support@grants.gov.

Our password to Grants.gov does not work. What should we do?

If you are having a problem with your password to Grants.gov, call 1-800-518-GRANTS to speak to a Customer Support Representative.

IT IS RECOMMENDED THAT YOU TEST YOUR PASSWORD AS EARLY AS POSSIBLE. PLEASE REMEMBER THAT IF YOU NEED TO RE-REGISTER WITH GRANTS.GOV THAT THE REGISTRATION PROCESS MAY TAKE 14 DAYS OR MORE TO COMPLETE.

Will DOE accept a grant application submitted after the closing date of the Funding Opportunity Announcement?

Applications submitted after the closing date of Funding Opportunity Announcement are deemed late and will not be accepted or reviewed.

Will DOE accept a grant application submitted via email, fax, U.S. Mail, express mail or hand-delivered?

All grant applications must be submitted electronically through Grants.gov. Applications that are sent by e-mail, U.S. Mail, express mail, faxed or hand delivered will not be accepted or reviewed.

We have initiated the registration process with CCR; but we have not completed all requirements. May we still submit an application to this Funding Opportunity Announcement?

All applications must be submitted electronically through Grants.gov. In order to and be eligible to submit an application electronically through Grants.gov, you must complete the following four steps in the following order:

- Request a DUNS Number
- Register with the Central Contractor Registry (CCR)
- Register with the Credential Provider
- Register with Grants.gov

PLEASE NOTE THAT THE REGISTRATION PROCESS WILL TAKE A MINIMUM OF FOURTEEN DAYS TO COMPLETE AND MAY TAKE AS LONG AS SEVEN WEEKS DEPENDING UPON YOUR ORGANIZATION'S REGISTRATION REQUIREMENTS.